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14 March 1952

XINCHENHONG, BOON, AND HER BORNEL, BOON OF CHINA

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SUBJECT : Support Staff

1. Effective 17 March 1952, the administrative and training aids activities of the Office of Training (General) and Office of Training (Special) are officially combined and will be performed centrally by the Support Staff, Office of Training. The Support Staff is composed of the Administrative Branch and the Training Aids Branch. The organization, assignments of supervisory personnel, and location of activities are as follows:

Support Staff [REDACTED] **Acting Chief**
[REDACTED], extension 3732 25X1A

Administrative Services Branch
 [REDACTED] Administrative Officer 25X1A
 Room 1303, "I" Building, extensions 3001 and 3274

Fiscal Section
[REDACTED] Chief 25X1A
Room 1306, "I" Building, extensions 3736-7

Personnel Section
[REDACTED] Chief
Room 1304, "1" Building, extensions 3078 and 3514

Supply & Services Section
[REDACTED] Acting Chief
Room 1306, "I" Building, extensions 3736-7 25X1A

Records & Registration Section
[REDACTED] Registrar
extensions 3026 and 2449 25X1A

Training Aids Branch
[REDACTED] Chief
[REDACTED] extension 8272 25X1A

Library Services Section
[REDACTED] Acting Chief
[REDACTED] extension 3096 25X1A

2. Briefly, the functions of the Support Staff are:

- a. To implement administrative policies, develop administrative procedures, and provide central administrative support for all training activities.
- b. To develop and provide training aids required by overt and covert training programs.

3. Detailed procedures implementing these functions will be set forth in a series of administrative regulations for the Office of Training. In the meantime, all personnel desiring information or requiring service are requested to contact the individual responsible for the particular activity as indicated above.

25X1A

MATTHEW BAIRD
Director of Training

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